

ADMISSIONS  
HANDBOOK  
2017-18



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## WELCOME

Dear Family

I welcome your interest in our school and look forward to assisting you throughout the admission process. With more than sixty nationalities among our student body, we have formed a family-oriented school ready to welcome and support new members into our community.

In order to apply for admission, please complete the application forms and return them to me together with previous school records and/or examination results, a birth certificate and a photograph. This pack contains information relevant to the admissions process and the school as a whole.

Whenever possible I welcome the opportunity to personally show you around the school. We will also want to assess your child in order to ensure the correct class or programme will be in place. If you are not in Austria and a prior visit is not possible, we can often complete the application process by mail or email. All secondary applicants must take an online entrance assessment before they may be accepted.

I understand the importance of providing incoming students and their parents with a positive transition experience and am excited to share with you the special qualities that await students at DISV.

If you have any questions then please feel free to contact me.

Yvonne Ging-Wiedeschitz  
Registrar

0043 1 720 3110 ext 22  
registrar@danubeschool.com



## ADMISSIONS POLICY

### OVERVIEW:

The Danube International School Vienna (DISV) is a school whose vision is to be a world leader in international education by *'striving for excellence by engaging minds, exciting learners, acting ethically and showing empathy'*. In order to achieve our vision we offer the International Baccalaureate Organisation Primary Years, Middle Years and Diploma Programmes for students aged from 3 to 18.

We are a non-sectarian, non-denominational school that welcomes students of all nationalities. In our admissions policy, we strive to maintain the diversity of students and encourage the multicultural atmosphere within the school. We welcome potential students who are motivated, internationally minded and academically capable of benefitting from our educational programmes.

### CONDITIONS:

If there is a place available a student will generally be accepted, subject to certain common sense conditions. Mainly this is that the student will be able to benefit from being educated at the school without disadvantaging other current students. However, students with disabilities or special care needs that meet the academic criteria for entry, may be admitted subject to an assessment of their needs and any related risks. Unfortunately the school is not wheelchair accessible. Parents whose children do require extra care should contact the school for further information.

The language of instruction is English. Therefore, for entry to Grades 11 and 12, when students study for the International Baccalaureate Diploma, we require a certain level of competence in the English language, since all examination level courses are taught in English. The English Language Development (ELD) coordinator will test students to establish their competence. (This requirement does not apply to younger students.)

Similarly an applicant with a learning support history (for example, dyslexia, ADHD, medication intervention) will meet with the Learning Support Department for assessment in order to establish that DISV can offer a valid educational programme to that student. For Grades 10, 11 and 12 we also need to ensure that students have the academic capability to be successful in the school programme.

### ADMISSIONS PRIORITIES:

The priorities for admission if a grade is oversubscribed are as follows.

1. Students with siblings in the school.
2. International students.
3. Students with a parent who is a DISV alumnus/alumna.
4. Students for whom the alternative of an Austrian school is unrealistic (for example, someone having already attended English speaking schools).
5. Students entering in August and committing to remain for at least one academic year.
6. Students with the earliest application date.
7. Students with parents who are members of DISV staff.

**ENTRANCE AGE:**

A child may be accepted into a grade if he or she is of age before 1<sup>st</sup> September. Students are assigned to instructional groups primarily on the basis of age. However, factors such as previous records, measured aptitude and achievement, physical and emotional development and other relevant details are also considered. The final decision rests with the Director. A six-week trial period in the grade, to which the student is assigned, is mandatory.

**APPLICATION FORMS:**

We require all applicants to ensure that Application Form Part A (see Appendix I) is completed and that Application Form Part B (see Appendix II) been given to their previous school for completion. The non-refundable application fee is payable at this time.

**STUDENT RECORDS FROM OTHER SCHOOLS:**

The school requires student records in English or translated into English (if the language of the report is not understood by the school administration and/or leadership) from the applicant's previous school before any student is accepted. These records include reports, transcripts, results of standardised tests and any reports by a counselor or psychologist. The school reserves the right to contact the applicant's previous school prior to acceptance.

**PHOTO IDs:**

These are required for both the students and the parents.

**INTERVIEWS:**

Whenever possible, the applicant will be interviewed by the Director or a Principal, prior to acceptance. In some cases this may be a requirement.

**ADMISSIONS TEST:**

The school maintains an enrolment policy, whereby a standardised Cognitive Abilities Test is given to applicants before admittance. However, in some cases, the test may take place for purely placement purposes. This is when the school has sufficient information from previous reports to make an informed decision.

**PLACEMENT TESTS:**

The Secondary School will utilise a Cognitive Abilities Test to help place students in Mathematics and English. The other languages (German, and French or Spanish) in the school may require additional testing in order that students are placed in the appropriate learning groups.

**DECISIONS ON ADMISSION:**

After all the admissions procedures have been followed and application fee payments have been made, then the application will be considered. Decisions will be given in writing.

If, in the judgment of the school, an applicant meets all criteria and space is available, acceptance will be unconditional. However, under some circumstances, a conditional acceptance may be offered. The conditions of acceptance will be clearly stated.

An applicant is only guaranteed a place at the school once the enrolment fee payment has been made.

The School reserves the right to deny admission or re-enrolment to any applicant if, in its opinion, there were reasons to believe that admission or re-enrolment would not be in the best interest of the applicant or the school. Please note that a re-enrolment fee applies to students who had previously been in the school.

The school also reserves the right to postpone admission if a class is full or if the additional student will cause an imbalance in the class profile for reasons of gender, learning needs, nationality, language or culture. In these cases, the applicant is placed on a waiting list. The qualified applicants are then accepted subject to the above admission priorities.

### **LATE ADMISSIONS:**

A student may be admitted at any time in the school year if places are available.

### **CANCELLED ENROLMENT AND WITHDRAWAL:**

The parent and/or legal guardian must send notification by registered letter to the Admissions Office. Please be aware that some charges may still apply.

## CLASS EQUIVALENTS BY AGE GROUP

It can often be confusing when moving from one educational system to another. One of the confusions can be over the name given to your child's class. The tables below are intended to help you understand the system that we use at Danube International School Vienna and how this compares with some national systems around the world. The age refers to how old your child will be at the beginning of the academic year.

Age	DISV	Austria	USA	England	Germany	France
3-4	EYU 1	Kindergarten	Nursery	Preschool	Kindergarten	Petite Section
4-5	EYU 2		Pre-K	Reception		Moyenne Section
5-6	Foundation	Vorschule	K	Year 1	Vorschule	Grande Section
6-7	Grade 1	Volkschule	Grade 1	Year 2	Grundschule	CP
7-8	Grade 2		Grade 2	Year 3		CE1
8-9	Grade 3		Grade 3	Year 4		CE2
9-10	Grade 4		Grade 4	Year 5		Hauptschule/ CM1
10-11	Grade 5	Unterstufe	Grade 5	Year 6	Realschule/ Gymnasium	CM2
11-12	Grade 6	Hauptschule/	Grade 6	Year 7	Gymnasium	Sixieme
12-13	Grade 7	Realschule/	Grade 7	Year 8		Cinquieme
13-14	Grade 8	Gymnasium	Grade 8	Year 9		Quatrieme
14-15	Grade 9	Oberstufe	Grade 9	Year 10		Troisieme
15-16	Grade 10	AHS	Grade 10	Year 11	Abitur	Seconde
16-17	Grade 11	Gymnasium	Grade 11	Year 12		Premiere
17-18	Grade 12	leading to	Grade 12	Year 13		Terminale
18-19		Matura				Bac

Admission age guideline for placement at DISV – School Year 2017-18					
Grade	Age	Born before	Grade	Age	Born before
EYU 1	3	1 Sept 2014	Grade 6	11	1 Sept 2006
EYU 2	4	1 Sept 2013	Grade 7	12	1 Sept 2005
Foundation	5	1 Sept 2012	Grade 8	13	1 Sept 2004
Grade 1	6	1 Sept 2011	Grade 9	14	1 Sept 2003
Grade 2	7	1 Sept 2010	Grade 10	15	1 Sept 2002
Grade 3	8	1 Sept 2009	Grade 11	16	1 Sept 2001
Grade 4	9	1 Sept 2008	Grade 12	17	1 Sept 2000
Grade 5	10	1 Sept 2007			

## PAYMENT

### METHOD OF PAYMENT

Fees must be paid in Euros. All payments should be made to Danube International School and should refer to the invoice number.

Please note that parents are responsible for any bank charges. Cash payments can be made at the Finance Office, open Monday to Friday between 09.00 and 13.00.

Bank transfers can be made to the following accounts

Annual fees:

Vorarlberger Hypo Bank

Int. transfers:

IBAN AT 41 5800 0201 7319 3115

SWIFT HYPVAT2B

It is important that all payments are made by the due date.

### RESPONSIBILITY OF PAYMENT

Parents whose children's fees are paid by agencies or companies are reminded that the contractual agreement regarding fees is with parents in the first instance and that parents are therefore responsible for ensuring that fees are paid by the due dates.

### NOTICE OF WITHDRAWAL

(refer to the contract for specific details)

The General Terms and Conditions of Danube International School, Vienna are laid down in the contract that each parent is required to sign.

Specific note should be made of Section 4: Payment Obligations in the event of Premature Termination of Contract and Section 2: Term of School Contract.

The school reserves the right to alter fees should there be a significant change in circumstances. Fees are not refundable in the event of temporary withdrawal by parents, or of suspension or expulsion of the student by the school.

The school understands that families occasionally have difficulties with fee payments and will try to assist in such circumstances.

If you anticipate any problems with payments of fees, please arrange to meet with the Director or Business Office as early as possible so that alternative payment plans could be discussed.

## FEES SCHEDULE 2017-18

### New Student Fees:

Application Fee - €220, Enrollment Fee - €4100, Capital Fee € 950, Refundable Security Deposit - €365

### School Fees:

DISV charges tuition fees annually which cover the direct educational costs of:

- ♦ classroom instruction, supervision, in-school workshops
- ♦ assessment costs (IB Diploma examinations, IB MYP moderation, CATs assessments and the ISA test)
- ♦ exercise books, the loan of textbooks, supplies, educational materials and documentation, subscriptions, educational memberships, the yearbook, school photos and one PE kit (shorts/shirts) for every new student
- ♦ whole grade overnight field trips (grade 2 to 12), single event/day field trips, additional activities (i.e. swimming, ice-skating)
- ♦ after-school activities

### DISV Tuition Fee Schedule

	1st instalment th - 15 July 2017	2nd instalment - 1 <sup>st</sup> December 2017	Total Fee th - 15 July 2017	Total Fee 2% Reduction - 1 <sup>st</sup> July 2017
EYU 1	6251	6251	12502	12252
EYU 2	6251	6251	12502	12252
Foundation	8829	8829	17658	17305
Grade 1	8829	8829	17658	17305
Grade 2	8967	8967	17934	17576
Grade 3	8967	8967	17934	17576
Grade 4	8977	8977	17954	17595
Grade 5	9035	9035	18070	17709
Grade 6	10499	10499	20998	20578
Grade 7	10499	10499	20998	20578
Grade 8	10499	10499	20998	20578
Grade 9	10499	10499	20998	20578
Grade 10	10499	10499	20998	20578
Grade 11	11603	11603	23206	22742
Grade 12	11603	11603	23206	22742

Prospective parents from international organisations (UNO, OSCE, etc) or from embassies should consult with their organisation to obtain information regarding special arrangements for fee payments.

**Fees Payment:**

You may pay tuition fees either in one complete payment for the whole school year, or in two separate instalments by the dates specified below. Full payment of the Annual Fee before the 1st July 2017 will be eligible for a 2% discount.

Late payment will incur a 1% monthly charge. All fees are quoted in Euros.

**Capital Fee:**

The fee is assigned to a fund specifically created to finance capital investments. The Capital Fee is non-refundable and will be charged in full regardless of the date of entry or withdrawal.

**Supplementary Fees:**

DISV only charges supplementary fees for the following items

New to English Lessons (per semester) - €720,

Learning Support Lessons (weekly 40 minute lesson per semester) - €570,

Additional overnight/multi-day field trips (e.g. Model United Nations, Grade 11 Geography, Grade 11 Biology, Waluka Primary School, sports tournaments) – on a trip by trip basis

**Boarding:**

Upon request, the school can arrange accommodation and meals for students, depending on the availability of boarding places. If boarding is requested, then the Tuition Fees and Boarding Fees need to be paid in full before the start of the school year.

**Language A:**

Students may wish to study a Language A other than those normally offered by the school. The school will support the student through the purchase of materials and textbooks, and provide space and equipment as necessary. We will also help students find a private tutor, **but families will pay for these lessons directly to the private tutor.**

**Instrumental Music:**

Students may wish to study a musical instrument. The school will support the student by finding appropriate space and equipment, where possible. We will also help students find a private tutor **but families will pay for these lessons directly to the private tutor.**

**School Lunch 2017-18:**

Students may either bring a packed lunch or purchase lunch at our Cafeteria. Park Club Wien runs the Cafeteria and **payment must be made to the Business Office who collect payment on behalf of Park Club Wien.**

- ♦ Secondary Students – Annual Cost €1140
- ♦ Elementary Students (Grades 1 to 5) – Annual Cost €910
- ♦ Elementary Students (EYU and Foundation) – Annual Cost €680

**PADIS membership 2017-18:**

All parents are invited to contribute - €50 a year per family. **Payment made directly to PADIS.**

# SCHOOL CALENDAR

School Holidays  
 National Holidays/Weekends  
 Staff Workdays (No school for students)

## DANUBE INTERNATIONAL SCHOOL CALENDAR 2017-18

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Aug		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			
Sep					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	
Oct							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	25	25	26	27	28	29
Nov	30	31					
			1	2	3	3	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
Dec	27	28	29	30			
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
Jan	25	26	27	28	29	30	31
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
Feb	29	30	31				
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
Mar	26	27	28				
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
Apr	26	27	28	29	30	31	
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
May	23	24	25	26	27	28	29
	30						
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
Jun	21	22	23	24	25	26	27
	28	29	30	31			
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
Jul	18	19	20	21	22	23	24
	25	26	27	28	29	30	
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
Aug	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

### Important Dates

15 Assumption Virgin Mary, **16-18 New Teacher Orientation**  
**21-22 Teacher Preparation**, 23 Start of Academic Year

Challenge Weeks 4th - 8th

26 National Holiday, Student Fall Break Oct 23 - Nov 3

1 All Saints Day, **2-3 Staff Workdays**

8 Immaculate Conception Day

Student Christmas Holidays Dec 22 - Jan 9  
 25 Christmas Day, 26 Boxing Day

1 New Year's Day, 6 Epiphany  
**8-9 Staff Workdays**

Jan 22 - Semester II Begins

Ski Break Feb 12 - Feb 16

Student Spring Break March 26 - April 10

2 Easter Monday  
**9-10 Staff Workdays**

1 Labor Day  
 10 Ascension Day

21 National Holiday  
 31 Corpus Christi

Summer Vacation July 2 - Aug

### Please Note

21st December school closes at 12:45  
 29th June school closes at 12:00  
 22nd November & 25th April - Parent Teacher Conferences  
 [Classes finish at lunchtime]